

Finance Committee Minutes – 1/21/2015

The meeting began at 6:35 PM. Finance Committee members in attendance were James Consolati, Tonio Palmer and Donald Puntin. Others who attended were Peggy DeSantis, Bill DeSantis and Tim Taylor.

With input from Peggy DeSantis and Tim Taylor, the Finance Committee outlined the various tasks and responsibilities of the Tyringham Tax Collector. This included:

- Routine processing of RE tax bills and frequency of commitment processing, address changes, duplicates, error corrections and online payments;
- Processing of Excise tax bills including commitments, abatements and refunds;
- Processing of bank deposits;
- Computer system set up and maintenance;
- Procedures for delinquent taxpayers;
- Interactions and balancing procedures with Assessors, Town Administrator and Treasurer;
- Service requirements for Banks, Attorneys and Mortgage Companies; and
- Ongoing education requirements.

The Finance Committee will verify key data elements and develop time estimates for review by all interested parties. When the vetting process is complete, the Finance Committee will make a compensation recommendation for FYE June 30, 2016. In making its recommendation, the Finance Committee was encouraged to place less emphasis on information from other towns and to place more emphasis on the level/quality of service provided to Tyringham taxpayers and the cost of living in Tyringham. If needed, Tim Taylor agreed to assist the Finance Committee with additional procedural and technical information.

Following the Tax-Collector discussion, the Finance Committee established the following timeline for preparation of the FYE 2016 budget.

- February 1 – Request estimates for Highway Department, New Town Garage, Library repairs and School House repairs.
- February 14 – Request estimates for all other departments.
- March 1 – All budget requests returned to Finance Committee.
- April 28 – Preliminary budget presented to Taxpayers.
- May 1 – Budget finalized for Annual Town Meeting on May 12, 2015.

The meeting was adjourned at 8:40 PM.